

Board Policy #2

TITLE: Continuing Professional Education (CPE) Guidelines for Sponsors

EFFECTIVE DATE: June 30, 2015

AUTHORITY: Board Regulation 18VAC5-22-90

POLICY STATEMENT: **Virginia-Specific Ethics Course CPE**

The Virginia Board of Accountancy requires that all licensees providing services to the public or to an employer complete on an annual basis a Virginia-Specific Ethics Course that complies with Board Regulation [18VAC5-22-90](#) and Board Policy #4 (CPE Guidelines). The required annual ethics course must be completed no later than January 31 of each year to meet the previous calendar-year requirement. Therefore, no sponsor may provide the annual ethics course later than January 31 for the previous calendar year.

The Board has ~~approved~~ **contracted with** the Virginia Society of CPAs (**VSCPA**) as the only provider of content/material for the Virginia-Specific Ethics Course. The ethics course content/material must follow an annual outline approved by the Board.

The course must be instructor-led but may be presented in a variety of different formats including, but not limited to, live seminars, conference sessions, online self-study presented by an instructor, live webcast and webcast replays, on-demand webcast and in-house training.

The Board has ~~also~~ approved that all instructors of the Virginia-Specific Ethics Course must hold an Active Virginia CPA license which is in good standing.

Sponsors desiring to provide the Virginia-Specific Ethics Course must:

- Obtain the course contents/materials from the VSCPA
- Be pre-approved annually by Board staff as a provider of this course
- Be listed on the Board's website as an approved provider of this course
- Submit all course and evaluation comments to the Board within 60 days of receipt

Sponsors will be required to demonstrate their compliance with the Board's policy on content/material and instructor requirements prior to approval. Sponsors not pre-approved annually by Board staff will not be recognized by the Board as an acceptable Virginia-Specific Ethics Course provider. Licensees will not be granted CPE credit for completing a Virginia-Specific Ethics Course from a non-approved sponsor.

Sponsors providing CPE (excluding the Virginia-Specific Ethics Course)

Currently, the Board does not maintain agreements with sponsors, pre-qualify sponsors or individual courses, or require a licensee to obtain CPE from specific sponsors (excluding the Virginia-Specific Ethics Course). However, sponsors are encouraged to comply with the [Statement on Standards for CPE Programs](#) issued jointly by the American Institute of CPAs and National Association of State Boards of Accountancy.

The Board generally accepts relevant and qualifying CPE from the following sponsors:

- [National Registry of CPE Sponsors](#) in affiliation with NASBA
- [Quality Assurance Service](#) in affiliation with NASBA
- [Accredited](#) college or university offering semester or quarter-hour credits
- Employer of a CPA

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POLICY STATEMENT, con't:

- Federal, state or local government
- State CPA society
- AICPA

The Board may accept CPE credit from other sponsors. However, CPE obtained from sponsors not listed above may be subject to further examination and additional documentation requirements.

At a minimum, sponsors must provide licensees a certificate of completion or some other form of documentation that includes the sponsor's name, participant's name, course/content name, date taken and CPE hours earned.

APPROVAL AND REVIEW: This Board policy was reviewed on June 30, 2015.

SUPERSESSION: This Board policy replaces Board Policy #2 effective April 30, 2015.

BOARD CHAIR AT

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